

REGULAR MEETING OF THE CALEDONIA CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
CALEDONIA, MINNESOTA
Monday, February 13, 2017

CALL TO ORDER: Following due call and notice thereof, Mayor Schroeder called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

PLEDGE OF ALLEGIANCE: Mayor Schroeder led the Council, City staff, and visitors in stating the Pledge of Allegiance.

ROLL CALL: Council members present: Mayor DeWayne “Tank” Schroeder, Robert Burns, Paul Fisch, Robert Lemke, and Randi Vick. City staff present: Stephanie Mann, accountant; Adam Swann, clerk-administrator; Allison Wagner, secretary. Visitor(s) present: Craig Moorhead, *Caledonia Argus*; Amanda Ninneman, Hazel Street Creative.

AGENDA: Member Fisch moved to approve the agenda; the motion was seconded by Member Lemke. All members present voted in favor to approve the agenda, and the agenda was approved.

CONSENT AGENDA APPROVAL: Member Burns moved to approve the consent agenda. Member Fisch seconded the motion. The consent agenda was approved 4-0, with Member Vick abstaining because she was not present at the special meeting on February 2, 2017. The consent agenda comprised the following items:

- a. Approval of minutes from January 23, 2017 regular meeting and February 2, 2017 special meeting

PUBLIC COMMENT: None.

PRESENTATIONS:

a. Preview of new City of Caledonia website: City secretary Allison Wagner and Amanda Ninneman of Hazel Street Creative provided Council with a preview of the new City of Caledonia website. Wagner highlighted the new features, including updated information about each City department, a news feed, and a combined Chamber of Commerce and City of Caledonia events calendar—in addition to a new sleek design with community photos. Wagner reported that the new website was expected to launch in a few weeks. Wagner and Ninneman were praised by Council and Clerk-Administrator Swann for their excellent work on the project.

CITY ACCOUNTANT:

a. Cash, investments, and long-term debt: Accountant Stephanie Mann reviewed the cash and investments for the City’s governmental funds and enterprise funds through January 31, 2017, which totaled \$4,699,970.17. Mann reported that this amount would decrease by approximately \$1,000,000 because Dairyland Power was preparing to send the City the final invoice for work on the new Wild Turkey II Substation. Mann reviewed the long-term debt for the City’s governmental and enterprise funds. Mann reported that the City had paid off a \$765,000 general obligation refunding bond (2010A) on February 1, 2017 and would be paying off a \$495,000 general obligation sewer revenue refunding bond (2009A) at the end of 2017.

b. Budget and actuals: Mann reviewed the budget and actuals for the governmental and enterprise funds through December 2016. Mann reported that she was finalizing her journal entries for 2016 and would have more information about the 2016 actuals once this was done.

CLERK-ADMINISTRATOR:

a. Report on pool progress and funds: Swann reported that as of February 13, 2017, the Caledonia Aquatic Center Fund had \$344,446.47 in cash, \$21,224 of which was restricted for add-on features pursuant to instructions of donors, leaving a net balance of \$323,222.47 in unrestricted cash. Swann further reported that the City's outstanding obligations to current contractors for work on the Caledonia Aquatic Center totaled \$292,351, leaving a balance of \$30,871.47. Swann cautioned, however, that the City would be receiving several change orders (including for a railing and sump pump) and that there would likely be additional change orders prior to project completion. Swann also noted that these project totals did not include the cost of a tot slide, drop slide, or bucket/spray feature. Swann also noted that the City still had to pay for pool furniture and accessories, such as tables, umbrellas, and chairs. As a result, the City was unlikely to have a surplus in the Caledonia Aquatic Center Fund at the end of the project.

b. Additional updates: Swann reported the following updates: 1) the City would again be participating in the Houston County fluorescent light bulb disposal program, which was scheduled for April 3 for commercial collection and April 8 for residential collection; 2) AcenTek was moving forward on installing the new phones in City facilities; 3) the City was renewing efforts to finalize a new cable franchise agreement with Mediacom; and 4) Zach Swedberg had accepted the full-time police offer position.

NEW BUSINESS:

a. Consideration of recommendation to hire Craig Wurzel as permanent part-time officer: Swann reported that Police Chief Kurt Zehnder recommended that the City hire Craig Wurzel for the permanent part-time police position. Sgt. Stemper appeared on behalf of the Police Department and Caledonia Police Association and supported the recommendation. Sgt. Stemper requested that the Council authorize Craig Wurzel to work 52 hours every two weeks rather than the 46 hours approved for the position at the Council meeting on January 9, 2017. The Members questioned Sgt. Stemper about the permanent part-time officer's weekly shifts and the need for the additional hours. Sgt. Stemper reported that the additional hours were needed to provide 24-hour coverage and provide some overlap in coverage on Friday and Saturday nights. Sgt. Stemper further reported that the permanent part-time position had previously been assigned 62 hours per pay period and this should have been reduced by 10 hours rather than 16 hours when the City added 10 hours to the 70-hour permanent part-time position and created the full-time officer position. Member Burns moved to allow the permanent part-time officer to work up to 52 hours per pay period. Member Fisch seconded the motion. All members present voted in favor of the motion, and the motion passed.

Member Burns moved to hire Craig Wurzel as the 52-hour permanent part-time police officer. Member Vick seconded the motion. All members present voted in favor of the motion, and the motion passed.

b. Review of 2017 budgets for enterprise and special revenue funds: Members reviewed and discussed the proposed budgets for the enterprise and special revenue funds: the Ambulance Fund, Water Utility Fund, Sewer Utility Fund, Houston County Collection Site Fund, Light Department Fund, Liquor Fund, and EDA Revolving Loan Fund. Members reviewed the capital equipment requests and asked for additional information. No further action was taken by the Council.

c. Credit card fees: Members reviewed and discussed a proposal from Merchants Bank to provide credit card processing services for the Clerk's Office and Caledonia Liquor Store. The consensus of the Council was that the City should also obtain a proposal from Eitzen State Bank prior to making a decision. No further action was taken by the Council.

d. Pool add-on features: Swann reported that the drop slide for the pool needed to be ordered in order to obtain it in time for the pool opening. Swann reported that \$18,809 had been raised from private donations. Members reviewed and discussed whether to purchase the standard polyethylene model from Natural Structures for \$27,150 or whether to purchase the upgrades—which included a fiberglass flume and 316 stainless steel—for a total of \$40,567. Member Burns moved to purchase the standard polyethylene slide for \$27,150. Member Lemke seconded the motion. All members present voted in favor of the motion, and the motion passed. The consensus of the Council was that if additional funds were not raised towards the cost of the drop slide, the City would contribute the difference.

e. Overtime reports: Members reviewed the overtime report for the pay period January 16, 2017 through January 29, 2017. No further action was taken by the Council.

f. Prepaid claims: Members reviewed the prepaid claims for the period January 11, 2017 through February 10, 2017. Member Fisch moved to approve the prepaid claims listed below. The motion was seconded by Member Vick. All members present voted in favor of the motion, and the motion passed.

| | | |
|--------------------------------|---------------------------------|-----------|
| Baker & Taylor Books | Library – Books (Ho Co Funding) | 147.01 |
| Expert T Billing | Ambulance – Contracted Billing | 675.00 |
| Jack Neumann Trucking | Liquor – Freight Exp | 244.00 |
| Johnson Brothers Liquor Co | Liquor Store Inventory | 6,139.19 |
| Northern Beverage Dist | Liquor Store Inventory | 2,509.80 |
| Phillips Wine & Spirits Co | Liquor Store Inventory | 3,956.32 |
| Richard’s Sanitation, LLC | Refuse Disposal | 323.55 |
| Wieser Bros Gen Contractor | Aquatic Center – Payment #7 | 15,610.51 |
| Wine Merchants | Liquor Store Inventory | 72.00 |
| Kraus Oil Co Inc | Mult – Fuel | 1,062.00 |
| Meyer’s Lawn Service | Streets – Snow Removal Assist | 150.00 |
| Tri-State Ambulance, Inc | Intercept Fee Run | 250.00 |
| Viking Electric Supply | Light – Inventory | 224.64 |
| Breakthru Beverage MN | Liquor Store Inventory | 1,439.22 |
| Civic Systems, LLC | Semi-Ann Support Jan-June 20 | 2,575.00 |
| G & F Distributing | Liquor Store Inventory | 395.20 |
| Houston County Attorney | Contr Victim/Witness Office | 2,000.00 |
| League of MN Cities Ins. Trust | Street Dept – Claim # 25229 | 626.34 |
| Schott Distributing Co, Inc | Liquor Store Inventory | 2,328.10 |
| Sheehan Sales | Mult – Tire Chains | 1,055.40 |
| Spring Grove Soda Pop, Inc | Liquor Store Inventory | 37.00 |
| Business Financial Planning | Café Plan Payday | 311.53 |
| Commissioner of Revenue | State W/H – Payday | 1,885.76 |
| Merchant’s Bank | Fed/Fica/Med-Payday | 9,987.90 |
| MN Benefit Association | MBA Payday | 35.34 |
| MN Child Support Pmt Ctr | 1 Case Id | 203.04 |
| MN State Retirement System | MNDCP/Roth – Payday | 745.00 |
| NCPERS Minnesota | NCPERS Payday | 48.00 |
| Public Emp Retirement Assn | Pera Payday | 7,988.39 |
| Boesen, Dan | Personal Phone Stipend | 25.00 |
| Caledonia Oil Co | Mult – Fuel | 1,222.62 |
| Caledonia True Value | Mult – Misc | 261.28 |
| Eitzen State Bank | Cert of Indebt 2009 & 2013 | 28,895.58 |
| Gopher State One Call | Light – 2017 Annual User Fee | 100.00 |
| Hammell & Murphy, PLLP | EDA – Legal Fees | 3,075.00 |

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| Houston County Treasurer | Ho Co Coll Site Feb 2017 | 4,686.50 |
| MN Municipal Utilities Assn | Light – 2017 Membership Dues | 4,203.00 |
| Myhre Construction LLC | Kraus Pressure Sewer Ext | 441.27 |
| Nelson, Craig T | Personal Phone Stipend | 25.00 |
| Rask, Nicholas D | Animal Control – Rent/Misc Exp | 75.00 |
| Richard’s Sanitation, LLC | Recycling – Collections | 531.45 |
| Southern Glazer’s of MN | Liquor Store Inventory | 2,029.07 |
| B & M Service Center | Street Equip – Fuel | 122.08 |
| Prince & City, Trent | Meter Deposit Refund & Interest | 251.48 |
| Ranzenberger Family, Audrey | Meter Deposit Refund & Interest | 251.50 |
| Sema Equipment, Inc | Street Equip – JD Utility | 10,386.93 |
| Principal Life | Mult– Life/AD&D/Dep Life | 501.44 |
| Schilling Supply Company | Mult-Misc | 122.75 |
| Signature Aquatics, LLC | Aquatic Center – Prjt Manager | 7,600.00 |
| Business Financial Planning | Flex Plan – Adm Fees Jul-Dec 20 | 90.00 |
| Coulee Trophy & Sport | Amb – Emp Recognition Plaques | 73.85 |
| EMS Regulatory Board | Amb – Renew Education Progr | 100.00 |
| Midwest Wheel Companies | Mult – Tire Chains | 568.03 |
| P & H Services | Amb – Antenna | 26.08 |
| Rochester, City of | Reg Fee – Annual Mtg | 105.00 |
| Schott Distributing Co, Inc | Liquor Store Inventory | 1,237.65 |
| Spring Grove Soda Pop, Inc | Liquor Store Inventory | 134.15 |
| Tri-State Ambulance, Inc | Intercept Fee Run | 250.00 |
| Winona Controls, Inc | Mult – Labor/Repairs | 1,046.01 |
| Ziebell’s Hiawatha Foods, Inc | Liquor Store – Inventory | 83.23 |
| H & L Mesabi | Street Equip – Sweeper Repairs | 182.42 |
| Mac Queen Equipment Inc | Street Equip – Sweeper Repairs | 12,186.32 |
| Northern Beverage Dist | Liquor Store Inventory | 2,759.60 |
| Northern Safety Co, Inc | Light – Mtls for Substation | 68.26 |
| Smith Schafer & Associates | Annual Audit 2016 | 3,750.00 |
| Commissioner of Revenue | State W/H – Payday | 1,933.71 |
| Merchant’s Bank | Fed/Fica/Med – Payday | 10,128.59 |
| MN State Retirement System | MNDCP/Roth – Payday | 745.00 |
| Public Emp Retirement Assn | Pera Payday | 7,967.39 |
| Breakthru Beverage MN | Liquor Store Inventory | 230.23 |
| Business Financial Planning | Café Plan Payday | 311.53 |
| Caledonia Chamber of Comm | Liquor Store Mgr – Membership | 175.00 |
| Compass Minerals America | Mult – Winter Maint Mtls | 14,048.94 |
| G & F Distributing | Liquor Store Inventory | 286.65 |
| Houston County Treasurer | Recording Fee – H&R Enterprise & LCAM | 92.00 |
| Made in the Shade Enterprises | Amb – Uniforms | 1,155.00 |
| Mayo Clinic | Amb – BLS HCP Cards | 115.00 |
| Meyer’s Lawn Service | Streets – Snow Removal Assistance | 150.00 |
| MN Child Support Payment | 1 Case Id | 203.04 |
| MN Dept of Revenue | Sales/Use Tax – January 2017 | 16,416.00 |
| Richard’s Sanitation, LLC | Recycling – Collections | 7,086.60 |
| Schott Distributing Co, Inc | Liquor Store Inventory | 5,242.00 |
| Schwartz, Dan | Street Dept – 2017 Uniform Allowance | 125.00 |
| Southern Glazer’s of MN | Liquor Store Inventory | 1,960.40 |
| Spring Grove Soda Pop, Inc | Liquor Store Inventory | 36.50 |
| Verizon Wireless | Mult – Comm Exp | 162.73 |
| Commissioner of Revenue | State W/H – Payday | 232.26 |

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| Merchant's Bank | Fed/Fica/Med – Payday | 1,332.46 |
| Acentek Ascending Technology | Mult – Comm Exp | 1,108.85 |
| Coffield, Mark | Pd – Health Insurance | 450.00 |
| Kraus Oil Co Inc | Steet Equip – Diesel | 991.90 |
| Minnesota Energy Resources | City Hall – Mult | 5,412.05 |
| Public Emp Retirement Assn | Pera Payday | 897.75 |
| Ranzenberger, Dorothy | Clothing Allowance | 60.00 |
| Visa | Mult – Misc | 1,070.36 |
| Minnesota DNR – OMB | Water Permit | 436.45 |
| R & B Foods, LLC | Liquor Store Inventory | 45.00 |
| Schott Distributing Co, Inc | Liquor Store Inventory | 2,443.35 |
| Spring Grove Soda Pop | Liquor Store Inventory | 54.75 |
| Swann, Adam G | Clerk/Adm – Travel Exp | 79.50 |
| IUOE Local 49 Benefit Fund | Mult – Health Ins | 24,485.00 |
| Jack Neumann Trucking | Liquor – Freight Exp | 228.00 |
| Johnson Brothers Liquor Co | Liquor Store Inventory | 5,750.40 |
| Phillips Wine & Spirits Co | Liquor Store Inventory | 3,242.65 |
| Center Point Large Print | Library – Books | 64.87 |
| Stemper, James | 2017 Uniform Allowance | 128.71 |
| Davy Engineering | Cal – Swim Pool Constr Phase | 903.75 |
| Swedberg, Zackary L | PD – 2017 Uniform Allowance | 298.95 |
| Breakthru Beverage MN | Liquor Store Inventory | 1,609.65 |
| G & F Distributing | Liquor Store Inventory | 370.95 |
| Northern Beverage Dist | Liquor Store Inventory | 1,517.10 |
| Schott Distributing Co, Inc | Liquor Store Inventory | 2,195.15 |
| Spring Grove Soda Pop, Inc | Liquor Store Inventory | 102.40 |
| Ziebell's Hiawatha Foods, Inc | Liquor Store Inventory | 20.23 |
| | Total: | \$274,596.59 |

g. Claims payable: Council reviewed the claims payable for February 2017. Member Burns moved to approve payment of the claims listed below. The motion was seconded by Member Vick. All members present voted in favor of the motion, and the motion passed.

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| Abrams & Schmidt LLC | Consulting Attorney – Labor/Svcs | 162.00 |
| Airgas USA, LLC | Street – Oxygen/Acetylene | 146.52 |
| American Lock & Key | Mult – Door/Lock Repair | 149.00 |
| Artic Glacier USA, Inc | Ice | 28.84 |
| Auto Value Parts Store | Mult – Misc | 90.98 |
| Baker & Taylor Books | Library – Books | 239.17 |
| Banyon Data | UB Meter Support | 295.00 |
| Becker & Stemper Electric | Aud – Light Fixture Repair | 128.68 |
| Bonanza Grain, Inc | Street & Water – Maint, Main Break | 510.30 |
| Bound Tree Medical, LLC | Amb – Misc | 586.55 |
| Caledonia Implement Co | Light – Misc Parts | 11.94 |
| Caledonia Oil Co | Amb - #257 Maint/Repairs | 716.00 |
| Carquest Auto Parts Store | Mult – Ice Melt, Parts | 161.57 |
| City of Caledonia – Utilities | Mult – Electric, Water, Sewer | 11,814.02 |
| Communications Service WI | Amb – Radio Maint/Repair | 47.50 |
| Dalco | City Hall – Misc | 186.02 |
| Davy Engineering | Cal – Kraus Oil Sewer Ext Prjt | 355.42 |
| Davy Laboratories | Stp – Lab | 1,647.25 |

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| DC Braun Co | Stp – Labor/Services | 3,265.00 |
| E O Johnson Company | Mult – Copier Agr | 468.47 |
| ECM Publishers, Inc | Mult – Misc | 437.90 |
| Electric Pump | Stp – Repair Parts | 1,290.85 |
| Fastenal Co | Stp – Repair Parts | 22.95 |
| Gopher State One Call | Light – Location Notifications | 9.45 |
| Hammell & Murphy, PLLP | City of Cal – General Matters | 3,953.50 |
| Hawkins, Inc | Mult – Chemicals | 1,166.37 |
| Innovative Office Solutions | Clerk’s Office – Office Supplies | 541.26 |
| Jack Neumann Trucking | Liquor – Freight Exp | 52.00 |
| Johnson Brothers Liquor Co | Liquor Store Inventory | 1,612.50 |
| Lackore Electric Motor Repair | Stp – Parts | 40.50 |
| Matco Tools | Street Dept-Tools | 177.95 |
| Mathy Construction Co | Streets – Patching Mtls | 202.52 |
| Mayo Clinic | Amb – BLS HCP Cards | 30.00 |
| Mcmaster – Carr Supply Co | Water Dept – Repair Parts | 11.21 |
| Menard’s | Light Dept – Step Ladder | 79.96 |
| Midwest Leak Detection | Water – Locate Break East St | 370.00 |
| Mienergy Coopertive | Mult – Electric Energy and Lighting | 200,360.22 |
| Mississippi Welders Supply Co | Amb – Oxygen | 138.07 |
| Municipal Pipe Tool Co | Jet Clean Sanitary Sewer/Lift S | 8,760.44 |
| Oesterle, Gary | City Shop Door Install | 156.23 |
| Pearson Education | Amb – Educational Mtls | 443.82 |
| Richard’s Sanitation, LLC | Refuse Disposal | 189.54 |
| Ronco Engineering Sales, Inc | Re-Stock Fee for Merch Return | 32.39 |
| Schilling Supply Co | Liquor Store – T Tissue/Paper | 210.50 |
| SE Libraries Cooperating | Library – Overdrive 2017 | 1,474.34 |
| Sema Equipment, Inc | Street Equip – Mult | 599.07 |
| Semnit | Mult – Tech Svces | 920.00 |
| Star Energy Services | Light – Substation Project | 2,576.22 |
| Titan Machinery Inc | Street – Snowblower Cutting Edge | 921.87 |
| Todd’s Towing & Transport | PD – Tow Fee | 200.00 |
| USA Bluebook | Stp – Misc | 280.49 |
| Water Systems Company | Clerk’s Office – Drinking Water | 7.36 |
| Wiebke Tire & Exhaust, LLC | Water – Tire Repair | 20.00 |
| Zenke Incorporated | Water – Repair Main Break | 810.00 |
| | Total: | \$249,109.71 |

ANNOUNCEMENTS: The next regular Council meeting will be on Monday, February 27, 2017 at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch, seconded by Member Vick. All members present voted in favor, and the motion was declared carried to adjourn at 9:14 p.m.

DeWayne “Tank” Schroeder
Mayor

Adam G. Swann
Clerk-Administrator